

FLIGHT PLANNING BOARD (FPB) CHARTER

1. PURPOSE

This charter defines the FPB and sets forth its functions, membership, meetings, duration and records retention.

2. APPLICABILITY/SCOPE

This charter is applicable to NASA Headquarters and NASA Centers, including component facilities and the Jet Propulsion Laboratory, as provided in their contract.

3. AUTHORITY

42 USC 2473 (c)(1) and (5), National Aeronautics and Space Act of 1958, as amended.

4. FUNCTIONS

The function of the FPB is to provide a forum for addressing NASA orbital space launch requirements, issues and priorities for all NASA and NASA-sponsored payloads as follows:

- a. Develop and maintain under configuration control the NASA Expendable Launch Vehicle (ELV) mixed-fleet manifest that best meets the requirements and capabilities of the Agency including mission launch vehicle assignment, launch date, and launch site.
- b. Provide a forum for resolving launch queue priority issues for all NASA and NASA-sponsored orbital space launch missions.
- c. Provide Authority-to-Proceed (ATP) direction to the Launch Services Program (LSP) for significant contractual actions on the launch services contracts maintained by the LSP, including, but not limited to, the following:
 - Mission ATP
 - Launch readiness date changes
 - Launch vehicle assignment changes
 - Launch site changes
 - Mission assignment changes (e.g. Contract Line Item Number)
 - Assignment of secondary payload accommodations (eg. Poly Pico Satellite Orbital Deployer (PPOD) and EELV Secondary Payload Adapter (ESPA)))
 - Establish ranking of small secondary payloads
- d. Ensure compliance with NASA launch service risk mitigation and vehicle assignment policies including, but not limited to, the following:
 - Approve launch vehicle risk category and launch vehicle certification strategy for each NASA mission launch contract award commensurate with the sponsoring Mission Directorate payload risk classification (NASA Procedural Requirements 8705.4). This

includes any tailoring of certification requirements for individual missions. (NASA Policy Directive (NPD) 8610.7)

- Approve alternative risk mitigation strategies, as required for unique missions on a case-by-case basis. (NPD 8610.7)
- Review any major modifications to a certified launch vehicle configuration that does not require recertification, but may warrant additional review and/or technical penetration. (NPD 8610.7)
- Ensure compliance with NASA technical oversight policies including, but not limited to, the following:
 - Approve any tailoring of the standard technical oversight responsibilities for individual missions or classes of missions. This includes the application of this approach (modified technical oversight) to launches purchased under spacecraft contracts for on-orbit services or other innovative contractual arrangements.
- Ensure compliance with NASA programmatic policies including, but not limited to:
 - Initiation of any on-orbit service acquisition for NASA or NASA-sponsored payloads. (8610.7)
 - Initiation of the formal interagency coordination process required under the U.S. Space Transportation Policy for the use of foreign or Department of Defense-provided launch services for a NASA or NASA-sponsored payload. (8610.7)
- Provide direction to conduct special studies on topics of FPB interest including, but not limited to:
 - Launch services policies and practices to develop alternative launch capabilities and strategies
 - Engaging emerging launch service providers
 - Ensuring successful access to space now and in the future

5. MEMBERSHIP

The Space Operations Mission Directorate (SOMD) Assistant Associate Administrator (AAA) for Launch Services serves as the chair for the FPB. The FPB members are:

- a. Deputy Associate Administrator (AA) for SOMD
- b. Deputy AA for the Science Mission Directorate
- c. Deputy AA for the Exploration Systems Mission Directorate
- d. Deputy Assistant Administrator for Education
- e. NASA Chief Engineer
- f. Chief, Safety and Mission Assurance

Invited to participate as advisory members are:

- a. Kennedy Space Center LSP Manager
- b. Office of Procurement
- c. Office of General Counsel
- d. AAA for International Space Station Program
- e. AAA for Space Communications
- f. Program Analysis and Evaluation
- g. Office of External Relations
- h. AAA for SOMD Resources Management and Analysis Office

6. MEETINGS

The FPB meetings will be held quarterly unless circumstances warrant more frequent meetings. In absence of a member, a designated representative with the appropriate decision making authority is expected to be present to conduct business. The intent of the FPB decision making process is to gain consensus among the FPB members. If consensus cannot be reached, the issue will be taken to the affected AAs for disposition.

7. DURATION

The FPB shall serve at the discretion of the NASA Administrator.

8. MEASUREMENT

None.

9. RECORDS

The AAA for Launch Services shall be responsible for maintaining this charter and all other records including the NASA ELV Manifest associated with the FPB.